

Governor's Workforce Investment Board One Stop Development Committee

**Conference Call
June 7, 2006**

DRAFT MINUTES

Committee Members Present: Keith Kelly.

Committee Members Present via Phone: Marty Copps, Chair; Georgia Gibbs-Atkinson; Gail Richardson; Jeff Rupp; and Linda Woods.

Committee Members Absent: Dave Crum, Mike DesRosier, and Gary Perry.

Staff: Pam Watson, Leisa Smith, Chris Wilhelm, and Jessica Snyder

Guests: Emily Sirota, Sheila Hogan, David Morey, Roxanne Bullard, Mary Behr, and Shannon Harrison.

Guests Present via Phone: Mary Berg, Al Maurillo, Darla Joyner, Stephanie Gray, Tom Frisby, Dick Cowee, Ginger Shepherd, Sara Fox, and Chuck Leggate.

Welcome and Introductions

Committee Chair Marty Copps called the meeting to order at 2:35 p.m. Pam Watson reviewed the documents in committee packets and Jessica Snyder took roll call.

Approval of Agenda

The times on the agenda were revised from 2:00 p.m. to 2:30 p.m. to reflect the correct meeting time. The agenda was approved as revised via consensus.

Approval of Meeting Minutes- March 8, 2006 and March 15, 2006

Keith Kelly moved to approve both sets of minutes as written and Gail Richardson seconded the motion. The motion carried unanimously.

Recommend to the SWIB the Designation/Certification of One-Stops

South Central JobLINC-Billings

Pam Watson stated SWIB member, John Beaudry, conducted the site review of the South Central JobLINC in Billings and asked her to share his written report with the committee as he was unable to conference into the meeting. The details of the business plan were met or exceeded. Mr. Beaudry reported the facility was well maintained with adequate space for co-located partners, hotelling, training rooms, and common resource areas. Resource information was displayed and available near the main entrance and the reception area was inviting. Mr. Beaudry observed numerous people utilizing the services including the computer resources. The personnel were very helpful and provided supporting information during the site review. In addition to printed material, DVD's and web based information was available. The facility was one level and accessible for the disabled and has been inspected for compliance with building codes. Interpretive services were available for Spanish and other languages and also sign

language. Programs for veterans were also available. South Central JobLINC is active in the Business Expansion and Retention (BEAR) program working with the Chambers of Commerce, Big Sky Economic Development Authority, and Beartooth Resource Conservation and Development. Mr. Beaudry recommended approval of the certification of the South Central JobLINC in Billings as a one-stop. Keith Kelly stated he had visited the South Central JobLINC center and concurs with Mr. Beaudry's recommendation.

Jeff Rupp moved to recommend the SWIB certify the South Central JobLINC as a one-stop and Keith Kelly seconded the motion. The motion carried unanimously.

Missoula/Mineral Area Workforce System

Linda Woods reported she conducted the site review of the Missoula/Mineral Area Workforce System and the details of the business plan were met or exceeded. Ms. Woods stated the Missoula/Mineral Area Workforce System operated a three-tiered system including the Community Management Team, Local Workforce Council and the Missoula Job Service Workforce Center. The roles, responsibilities, and levels of participation are clearly defined. Several of the CMT member organizations had different service delivery areas. The service delivery area under the proposal was Missoula and Mineral Counties. Drummond and Arlee will be served in close coordination with the Mission Valley and Butte/Anaconda Workforce Systems. Eight center and system goals were defined to be accomplished by June 30, 2007. Ms. Woods recommended approval of the certification of the Missoula/Mineral Area Workforce System as a one-stop.

Linda Woods moved to recommend the SWIB certify the Missoula/Mineral Area Workforce System as a one-stop and Keith Kelly seconded the motion. The motion carried unanimously.

Capitol Area Workforce System

Keith Kelly reported he conducted the site review of the Helena Capitol Area Workforce System, (CAWS) and the details of the business plan were met or exceeded. CAWS has established a campus approach to a one-stop system with the Helena Job Service Workforce Center and the Career Training Institute. Both facilities were well maintained and user-friendly and accessible for those with disabilities. The Career Training Institute's office was audited last year for federal compliance with the Americans with Disabilities Act and as a result, installed Braille signs on all offices and negotiated with the city for an additional handicapped parking space in front of the building. Full compliance had been met. In addition, both locations stated that it is most common to have individuals with hearing and vision impairments, and plans were in place to accommodate those individuals. The resource areas were stocked with information and easily accessible. The Job Service Workforce Center had separate work stations for veterans and WIA participants with relevant software installed on the computers. Both facilities had business service stations set up with business software to develop business plans. Career Training Institute had an extensive Business Resource Center. The local Community Management Team is called CAWS and is comprised of program management staff. CAWS II has been developed to allow the line staff to meet and work out issues at their level including cross training. The CAWS II meets monthly and has training academies scheduled at each meeting to ensure all agencies and entities know what services are provided by the other CMT partners. This ensures non-duplication and efficient referrals.

Keith Kelly moved to recommend the SWIB certify the Capitol Area Workforce System and Gail Richardson seconded the motion. Pam Watson stated she attended the site review and was enlightened and impressed. She also stated that she is excited to see other one-stops. Al Maurillo stated the Capitol Area Workforce System and the Yellowstone Area System both

serve Meagher County. Roxanne Bullard stated CAWS and the Yellowstone Area System have partnered to cover Meagher County for years and doesn't see any issues continuing with that partnership. The motion carried unanimously.

Southwest Montana Community Management Team

Dan Miles reported he conducted the site review of the Southwest Montana Community Management Team One-Stop in Butte and the details of the business plan were met or exceeded. The Southwest Montana Community Management Team is active across a large region and has centers located in Dillon and Anaconda and computers for use in rural libraries and courthouses. Mr. Miles stated the consortium agreement clearly demonstrated responsibilities and cross training to other programs. Each site had resource manuals and works with employers, not just job seekers, supplying resources and assistance. The resource area was impressive containing a bank of computers including hearing computers and Braille computers. Mr. Miles recommended recertification of the Southwest Montana Community Management Team.

Keith Kelly moved to recommend the SWIB recertify the Southwest Montana Community Management Team One-Stop and Georgia Gibbs-Atkinson seconded the motion. Keith Kelly stated he visited the center and it does meet or exceed the details of the business plan. The motion carried unanimously.

Yellowstone Area System

Pam Watson reported that a site review of the Yellowstone Area System (YAS) had not been conducted because they had not met the criteria. Ms. Watson explained the fourth paragraph on page nine requested funding for operation of the one-stop, and that a table showed the funding request. Gail Richardson stated her understanding was there was no funding and asked if the funding request could be deleted from the proposal. Ms. Watson stated the funding listed on page thirteen refers to the partner contributions and those could remain in the proposal but the funding requests could be deleted. Ms. Watson stated on page twelve the proposal stated, "...YAS Executive Team expects the SWIB to recognize the YAS Executive Team as the local 'endorser' of all workforce activities which operate or may operate in our district". Ms. Watson had called Stephanie Gray and requested clarification of the statement and was told that the YAS Executive Team expects the SWIB to authorize the Executive Team to act as the authority in the district regarding all workforce activities and funding. An example would be if a partner agency decided to apply for a grant, the partner agency would have to obtain prior approval from the Executive Team before being authorized to apply for the grant. Ms. Watson explained to the Committee the SWIB does not have the authority to grant this requirement of the YAS Business Plan. The SWIB has no authority to require partner agencies in local communities to do anything but advocate and encourages partnerships under the one-stop system due to the benefit it will provide participants. Ms. Gray explained that the YAS Executive Team is asking the Committee and SWIB to add value to the plan and the YAS Executive Team will support and endorse any grants. Ms. Watson stated she understood the intention of what was requested and the staff, SWIB, Department of Labor and Industry, and the Administration encouraged support of partners but it had to be reasonable and prudent. The SWIB has no authority to require any partner agency to report to anybody but the local memorandum of understanding (MOU) could address the issues and the SWIB can approve the local MOU but cannot grant authority. Ms. Gray stated the local CMTs have been asked to partner and collaborate but there is no requirement of partnership with the local CMTs and this could cause duplication of services. Ms. Richardson stated she understood what Ms. Gray was saying and asked if there was other language that could be used which would be acceptable to the staff and Board. Ms. Gray stated the language could be changed to "desire", "want", or "SWIB

expects". Ms. Watson restated that the SWIB has no authority and cannot grant authority but a consortium of partners can agree to it. Ms. Gray stated that a MOU has been signed and Ms. Watson stated the SWIB can recognize the MOU. Chairwoman Copps asked if YAS could resubmit their business plan with revisions. Ms. Watson stated yes and that staff would assist them in any way.

Gail Richardson moved to reconsider the Yellowstone Area System Business Plan at such time the two modifications discussed are reviewed and Linda Woods seconded the motion.

Sheila Hogan stated the CAWS had road blocks with certification in the past and agencies outside of the CMT received special consideration and it should be a general policy that agencies working within the system should be given special considerations.

The motion carried unanimously of voting members. Jeff Rupp refrained from speaking to the topic and abstained from the vote due to a conflict of interest.

Adjournment

With no further business the meeting adjourned by consensus at 3:40 p.m.